



MOUNT VERNON
PUBLIC LIBRARY
WHERE OPPORTUNITY AWAITS

Monday, March 12, 2018 Working Meeting

Monday
6:30
Trustees' Room

1. Meeting Opening

Subject **1.1 Call To Order**
Meeting Mar 12, 2018 - Working Meeting
Category 1. Meeting Opening
Type Procedural

The regular working meeting was called to order at _____ by _____.

Subject **1.2 Roll Call**
Meeting Mar 12, 2018 - Working Meeting
Category 1. Meeting Opening
Type Information, Procedural

Trustee's present:
Trustee's absent:

Also present was:

Subject **1.3 Pledge of Allegiance**
Meeting Mar 12, 2018 - Working Meeting
Category 1. Meeting Opening
Type Procedural

The Pledge of Allegiance was led by _____.

Subject **1.4 Acceptance of Agenda**
Meeting Mar 12, 2018 - Working Meeting
Category 1. Meeting Opening
Type Action

Recommended Action Motion to approve the agenda

Upon a motion made _____, seconded _____, the Board of approve the agenda for the working meeting of Monday March 12, 2018. The vote carried ___ and ___ no.

| Yea | Nay | Abstained | Trustees |
|-----|-----|-----------|-------------------|
| ___ | ___ | ___ | Oscar Davis, Jr., |
| ___ | ___ | ___ | Cathlin Gleason |
| ___ | ___ | ___ | Brian G. Johnson |
| ___ | ___ | ___ | Darren M. Morton |
| ___ | ___ | ___ | Tanya Southerland |

2. Past Meeting Minutes

Subject 2.1 Minutes 1/17/18 Regular Meeting

Meeting Mar 12, 2018 - Working Meeting

Category 2. Past Meeting Minutes

Type Minutes

Subject 2.2 Minutes 1/24/18 Special Meeting

Meeting Mar 12, 2018 - Working Meeting

Category 2. Past Meeting Minutes

Type Minutes

Subject 2.3 Minutes 2/13/18 Working Meeting

Meeting Mar 12, 2018 - Working Meeting

Category 2. Past Meeting Minutes

Type Minutes

Subject 2.4 Minutes 2/21/18 Regular Meeting

Meeting Mar 12, 2018 - Working Meeting

Category 2. Past Meeting Minutes

Type Minutes

Subject 2.5 Minutes 2/26/18 Special Meeting

Meeting Mar 12, 2018 - Working Meeting

Category 2. Past Meeting Minutes

Type Minutes

3. Finance

Subject 3.1 BOT Report BY Jose Alvelo

Meeting Mar 12, 2018 - Working Meeting

Category 3. Finance

Type Information

Subject 3.2 Check Signing Resolution#0029-18 Petty Cash

Meeting Mar 12, 2018 - Working Meeting

Category 3. Finance

Type Action

Recommended Action WHERE AS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2018, which was affirmatively voted by the majority of the citizens of the City of Mount Vernon.

WHEREAS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2018, which was affirmatively voted by the majority of the citizens of the City of Mount Vernon.

FURTHERMORE: The Administration of the MVPL has prepared a check to a third party, dated February 21, 2018 as payment for Petty Cash, which is within the approved budget for the fiscal year ending June 30, 2018. The listing for the check is attached to this Resolution, check number #13181 totaling \$465.38 operating account #0601.

FURTHERMORE: The Administration has reviewed the check and underlying documentation and makes the following affirmation:

The Administration has reviewed the check and related underlying documentation and certify that the check has been prepared in accordance with such documentation, for the amount of the related invoice and that such expenditure is solely for Library purposes and is within the annual budget amount for the particular budget line item.

THEREFORE: It is the recommendation of the Administration of the MVPL that two signers on Board of Trustees sign all such checks.

BE IT RESOLVED: The Board of Trustees of the Mount Vernon Public Library ("MVPL") hereby authorizes and empowers either one of the Trustees authorized to sign checks, to sign each of the check delineated on the attached check register in accordance with the policies and procedures of the MVPL and the affirmation by the Board President.

File Attachments
[Check Register for Petty Cash check no. 13181.pdf \(44 KB\)](#)

4. New Business

Subject 4.1 Proposed Budget Scenario @1.5 %

Meeting Mar 12, 2018 - Working Meeting
 Category 4. New Business
 Type Information

File Attachments
 Budget Proposal for 2018 -2019 Revised at 1.5%.pdf (51 KB)

5. Personnel

Subject 5.1 J. Boney Resolution #0012-18

Meeting Mar 12, 2018 - Working Meeting
 Category 5. Personnel
 Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the termination of:

Jason Boney, a provisional part-time summer library aide hired to work for the Community Outreach department beginning July 10, 2017 through August 10, 2017. This resolution is to terminate him from payroll effective February 1, 2018.

Subject 5.2 G. McClendon Resolution#0013-18

Meeting Mar 12, 2018 - Working Meeting
 Category 5. Personnel
 Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the termination of:

George McClendon, a provisional part-time summer library aide hired to work for the Maintenance department beginning July 10, 2017 through August 10, 2017.

Subject **5.3 A. John Resolution#0014-18**

Meeting Mar 12, 2018 - Working Meeting

Category 5. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,
WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,
NOW, THEREFORE, be it
RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the termination of:
 Aliyah John, a provisional part-time summer library aide hired to work for the Children's room beginning July 10, 2017 through August 10, 2017. This resolution is to terminate her from payroll effective February 1, 2018.

Subject **5.4 D. Covington Resolution#0015-18**

Meeting Mar 12, 2018 - Working Meeting

Category 5. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,
WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,
NOW, THEREFORE, be it
RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the termination of:
 Denzel Covington, a provisional part-time summer library aide hired to work for the Children's room beginning July 10, 2017 through August 10, 2017. This resolution is to terminate his from payroll effective February 1, 2018.

Subject **5.5 W. Jones Resolution#0017-18**

Meeting Mar 12, 2018 - Working Meeting

Category 5. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the following personnel change:

Wayne Jones, Cleaner-Step 4, effective January 1, 2018 due for step increase. His new step is at step 5 with a salary wage of \$46,334. His salary will be paid out of the account 4650.01 Salaries – Maintenance.

Subject 5.6 A. Nunez Resolution#0018-18

Meeting Mar 12, 2018 - Working Meeting

Category 5. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the following personnel change:

Amanda Nunez, Library Clerk-Step 1, effective January 1, 2018 due for step increase. Her new step is at step 2 with a salary wage of \$ 37,396. Her salary will be paid out of the account 4550.01 Salaries – Non-Professional.

Subject 5.7 T. Blackman F/T Permanent Resolution#0028-18

Meeting Mar 12, 2018 - Working Meeting

Category 5. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

NOW, THEREFORE, be it
RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the appointment of:
 Tisha Blackman, as a Permanent Full-time Library Clerk- step 1 to fill the vacancy at the circulation desk. Her salary will be expensed from expense account 4550.01 Salaries Non-Professional.

Subject **5.8 T. Blackman Resolution#0019-18**

Meeting Mar 12, 2018 - Working Meeting

Category 5. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the following personnel change:

Tisha Blackman, Library Clerk-Step 1, effective January 1, 2018 due for step increase. Her new step is at step 2 with a salary wage of \$37,396. Her salary will be paid out of the account 4550.01 Salaries – Non-Professional.

Subject **5.9 C. Francis Resolution#0020-18**

Meeting Mar 12, 2018 - Working Meeting

Category 5. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the following personnel change:

Christopher Francis, Janitor-Foreman – Step 6, effective January 1, 2018 due for step increase. His new step is at step 7 with a salary wage of \$57,923. His salary will be paid out of the account 4650.01 Salaries – Maintenance.

Subject **5.10 T. Redahan Resolution#0021-18**

Meeting Mar 12, 2018 - Working Meeting

Category 5. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,**WHEREAS**, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,**NOW, THEREFORE**, be it**RESOLVED**, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the following personnel change:

Thomas Redahan, Cleaner-Step 1, effective January 1, 2018 due for step increase. His new step is at step 2 with a salary wage of \$40,707. His salary will be paid out of the account 4650.01 Salaries – Maintenance.

Subject **5.11 M. Wu (Xiao Yuan) Resolution #0022-18**

Meeting Mar 12, 2018 - Working Meeting

Category 5. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,**WHEREAS**, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,**NOW, THEREFORE**, be it**RESOLVED**, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the following personnel change:

Xiao Yuan Wu, Librarian II – Step 4, effective January 1, 2018 due for step increase. Her new step is at step 5 with a salary wage of \$ 68,883. Her salary will be paid out of the account 4501.01 Salaries – Professional.

Subject **5.12 S. Dugaw Resolution#0023-18**

Meeting Mar 12, 2018 - Working Meeting

Category 5. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the following personnel change:

Suzi Dugaw, Librarian I – Step 1, effective January 1, 2018 due for step increase. Her new step is at step 2 with a salary wage of \$ 54,927. Her salary will be paid out of the account 4501.01 Salaries – Professional.

Subject 5.13 N. Stepak Resolution#0024-18

Meeting Mar 12, 2018 - Working Meeting

Category 5. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the following personnel change:

Nishan Stepak, Librarian III – Step 4, effective January 1, 2018 due for step increase. His new step is at step 5 with a salary wage of \$ 76,088. His salary will be paid out of the account 4501.01 Salaries – Professional.

Subject 5.14 A. Shangai Resolution#0027-18

Meeting Mar 12, 2018 - Working Meeting

Category 5. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

NOW, THEREFORE, be it **RESOLVED,** that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the hire of:
Akia Shangai as a temporary substitute Administrative Assistant beginning on February 26, 2018 at \$20.00 per hour. Funds will come from the Professional Fees Expense Budget line 6150.01. As a temporary substitute Administrative Assistant, Ms. Shangai will perform duties as needed but is not guaranteed hours each week.

Subject **5.15 B. Taylor Resignation Resolution#0030-18**

Meeting Mar 12, 2018 - Working Meeting

Category 5. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,
WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,
NOW, THEREFORE, be it **RESOLVED,** that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the resignation of:
Blushous Taylor as part-time aide for the circulation desk effective March 14, 2018.

6. Executive Session (If Needed)

Subject **6.1 Executive Session**

Meeting Mar 12, 2018 - Working Meeting

Category 6. Executive Session (If Needed)

Type

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland the Board entered into executive session at 7:52 p.m., to discuss personnel matters.
Executive session ended at 8:28 p.m.

Subject **6.2 Grievance Discussion- Gary Newman**

Meeting Mar 12, 2018 - Working Meeting

Category 6. Executive Session (If Needed)

Type

7. Upcoming Meeting Schedules

Subject **7.1 Scheduled Meetings**

Meeting Mar 12, 2018 - Working Meeting

Category 7. Upcoming Meeting Schedules

Type

**Board & Committee Meetings Schedule 2018
February through April**

FINANCE COMMITTEE MEETING

Meets every 1st Monday of the Month at 5:30 P.M.

March 5th
April 22nd

BUILDING & GROUNDS MEETING

Meets every Thursday of the Month at 5:30 P.M.

February 1st, 8th, 15th, 22nd
March 1st
April 5th

PERSONNEL COMMITTEE MEETING

Meets every 2nd Monday of the Month at 5:30 P.M.

February 13th(**Tuesday**)
March 12th
April 9th

WORKING BOARD OF TRUSTEE MEETING

Meets every 2nd Monday of the Month at 6:30 P.M.

February 13th (**Tuesday**)
March 12th
April 9th

TECHNOLOGY COMMITTEE MEETING

Meets every 2nd Tuesday of the Month at 5:30 P.M.

March 13th
April 9th

REGULAR BOARD MEETING

Meets every 3rd Wednesday of the Month at 6:30 P.M.

February 21st

March 21st

April 18th

POLICY& GOVERNANCE COMMITTEE

Meets every 4th Friday of the Month at 5:30 P.M.

February 22nd

March 22nd

April 26th

8. Meeting Closing

Subject

8.1 Adjournment

Meeting

Mar 12, 2018 - Working Meeting

Category

8. Meeting Closing

Type

The Regular meeting of Wednesday February 21, 2018 adjourned at 8:33 p.m.